

## MINUTES

Richmond-Shimada Friendship Commission

Wednesday, May 1st, 2024

– (In-person + Zoom call (for non-Commissioners) –

1. Call to Order and Attendance:

*(Highlighted yellow or checked in attendance)*

- Jamie Brown, Chair
- Valerie Snider, Vice Chair-Treasurer
- Maryann Maslan, Secretary
- Arianna Rodriguez, Commissioner
- Esther Takeuchi, Commissioner
- Zelda Holland, Commissioner
- Mindy Pines, Commissioner
- Trina Jackson-Lincoln, Staff Liaison - via Zoom
- Evan Sirchuk, volunteer to the Commission - via Zoom
- Ana Speros - of the Hercules Sister City Association - via Zoom
- Cesar Zepeda, City Council Member
- Liana Ngo, volunteer to the Commission

2. Reading and approval of April minutes

**a. Minutes could not be approved in absence of a quorum.**

3. Agenda Review (to amend or remove but not to add)

4. Treasurer's Report

**a. March Balance was \$15,049.12; no disbursements in April. Jamie requested reimbursement for \$132.38 of expenses related to the Shimada Ambassadors' visit in March.**

5. Other Commissioner Reports

a.

6. Old Business (to be actioned or archived)

a. 2024 Richmond Ambassador Planning

i. Ticket Purchase

1. Tickets were purchased through NTA on April 22nd. Payment is due on May 22nd.

**a. The cost to each student Ambassador is \$2,413.00, which includes \$2,520.90 in airfare, \$92.40 for hotel for one night in Tokyo, and \$250 scholarship.**



**b. Liana and Arianna will coordinate on dates for the two orientation sessions.**

- v. Ambassador family request to meet their child in Japan at the end of the program
  - 1. Ana responded to the request on April 4th (closed)
- vi. Ambassador Self-Introduction Information
  - 1. **Jamie will draft a google form and request a photo.**
- b. Draft Risk Management Policy
  - i. Evan created a document that was sent to Host families - Jamie will send to Trina to send to City Risk Management for review.
- c. 2024 Richmond Student Application Review Criteria
  - i. Feedback on review phone & in-person review criteria - Please provide.
    - 1. **Jamie reiterated request to provide feedback.**
  - ii. [2024 Application Process - Feedback - Google Doc](#)
- d. Shimada Youth Ambassadors March 2024 Visit
  - i. Debrief of lessons learned from the recent visit
    - 1. Update on communication to Kennedy administration
      - a. **The first notice will be sent to Kennedy admin before sending higher up the chain.**
    - 2. [2024 Student Visit Feedback - Google Doc Link](#) - upload feedback
  - ii. Reimbursements
    - 1. Submit to Valerie by May 1st - update
      - a. **This item is closed.**
- e. SCI Hajimari Project - Questionnaire now due August 2024
  - i. Questionnaire is to indicate we want to participate in Hajimari Project - recording sister city relationships
  - ii. Reach out to Shimada Commission for their collaboration
  - iii. Update on interviews with Esther, Marilyn Lee, Steve Pinto, Rotarian Janna Coverston, Nat Bates.
    - 1. **Evan will continue to work on interview(s) in the summer when he has time.**
- f. 2nd Annual Volunteer Appreciation Picnic & Ground Golf Tournament
  - i. Where? No goose poop
    - 1. **Trina suggested inviting the Ambassadors to help with setup.**

- ii. When is everyone available?
    - 1. **August 10th selected**
  - iii. Can we invite our other sister cities?
    - 1. **Zhoushan and Regla Commissions, Hercules Sister City Association, CJCSN North Bay/East Bay Group (Oakland, Berkeley, Concord, and Vallejo)**
7. New Business
- a. Student Penpal Exchange between Shimada Daiichi JHS and ECHS Japanese Classes
    - i. Toshi reached out to request to set up a penpal exchange between Daiichi JHS and ECHS. Arianna sent the request to the Japanese teacher at ECHS.
    - ii. Next steps?
      - 1. **Arianna got a positive response from the ECHS Japanese teacher. Jamie will send the Shimada teacher's contact received from Toshi.**
8. Calendar Look-ahead
- a. June 3rd Commission Meeting (Monday)
    - i. **Trina will confirm Shimada Room availability**
  - b. July 10th Commission Meeting (2nd Wednesday)
    - i. **Trina will confirm Shimada Room availability**
  - c. August 7th - Retreat
    - i. **Returning Ambassadors will give a report**
  - d. September 4th Commission Meeting
9. Good of the Order

*Minutes recorded by Jamie Brown*